

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE NEW JERSEY DEPARTMENT OF STATE – AND -  
THE NEW JERSEY DEPARTMENT OF TREASURY**

This Intergovernmental Agreement ("Agreement") between the New Jersey Department of State ("DOS") and the New Jersey Department of the Treasury ("Treasury") will confirm the mutual understanding and intention of the parties hereto as to the following:

**RECITALS**

**WHEREAS**, DOS currently performs records management functions with 62 employees working at a building known as the State Records Center ("Center") located at 2300 Stuyvesant Avenue, Ewing Township, New Jersey, and thus offers a suitable location and employees to perform records functions; and

**WHEREAS**, the Treasury, through its Division of Revenue, provides shared records services across government agency lines, promoting effective and efficient creation, access, use, maintenance and disposition of government records by employing a variety of technologies and media; and

**WHEREAS**, Treasury through its greater resources has the capacity to work with DOS to supervise, streamline, modernize, and render the Center's functions more efficient by consolidating records management and records processing services that are currently performed by both agencies, by applying automated technologies, image scanning, and indexing operations that Treasury uses and can offer to replace older paper systems and costly microfilming systems, by applying digital enhancement capacities that Treasury has to offer in order to provide faster response time to fulfilling records requests sought by external entities, by aligning the Center's functions with Treasury's newly-formed "Center For Innovation And Service Excellence" which alignment will infuse the Center with additional streamlining and automation capabilities, as well as vital information and guidance on the development of improved records management policies and procedures, all the "objectives" of this Agreement;

**NOW, THEREFORE**, the DOS and Treasury do hereby agree to the following:

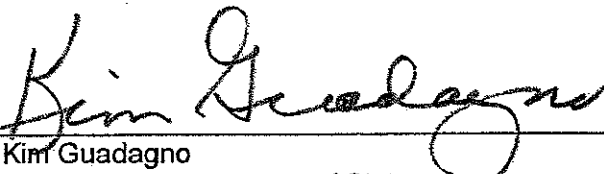
1. The recitals set forth above are incorporated within the terms of this Agreement.
2. Records activities shall continue at the Center with the 62 DOS employees described, and DOS will grant mobility assignments in accordance with applicable Civil Service Commission rules in order to achieve the objectives herein.
3. Treasury shall supervise the Center's activities with existing and additional human and technology resources that Treasury deems, after consulting with DOS, are required in order to achieve the objectives herein.
4. To the extent the Center is not directly funded in Treasury, DOS shall continue its budget and fiscal responsibility for the Center, but shall consult with Treasury on costs. DOS shall reimburse Treasury for all expenses agreed upon and incurred by Treasury consistent with this Agreement. The Treasury shall submit invoices for such

expenses to DOS quarterly within twenty (20) business days after the close of each quarter.

5. This Agreement applies only to DOS' records management functions, and does not apply to the state archives component of DOS.
6. There are no third-party beneficiaries to this Agreement.
7. This Agreement may be amended, modified, or supplemented at any time by mutual consent in writing signed by both the DOS and Treasury.
8. This Agreement shall be effective as of the date last executed by the parties and shall remain in effect, subject to the following sentence, until July 1, 2014, unless terminated sooner by one or both parties, in writing, upon forty-five (45) days prior notice to the other party. This agreement shall cease upon the effective date of a Reorganization Plan ("Plan") concerning the Division of Archives and Records Management ("DARM") of the DOS, should such plan ever exist, or a change in legislation.


IN WITNESS HEREOF, the DOS and the Treasury have executed this Agreement on the dates set forth below:

STATE OF NEW JERSEY  
DEPARTMENT OF STATE

By   
\_\_\_\_\_  
Kim Guadagno  
Lt. Governor / Secretary of State

Dated 6/25/12

STATE OF NEW JERSEY  
DEPARTMENT OF TREASURY

By   
\_\_\_\_\_  
Andrew P. Sidamon-Eristoff  
State Treasurer

Dated 6/25/12